



## ***South Dakota Diabetes Coalition (SDDC) Guidance***

### **Coalition Mission**

Partnering to improve health outcomes of those affected by Diabetes in South Dakota

### **Coalition Vision**

A dynamic and sustainable diabetes coalition impacting diabetes in South Dakota.

### **Coalition Identity**

South Dakota Diabetes Coalition (SDDC)

### **Coalition Goals**

1. Promote collaboration and coordination of efforts in the statewide diabetes network.
2. Promote access to quality diabetes prevention and control information and services in order to reduce the number of new diabetes cases and decrease the negative impact of diabetes on health and quality of life.
3. Provide advice and recommendations to the South Dakota Department of Health's Diabetes Prevention and Control Program (DPCP).
4. Share expertise and insights into the needs, evidenced-based practices, and trends of persons and organizations impacted by diabetes.

### **Coalition Membership:**

#### Application Procedure:

Membership is open to any organization or individual whose mission supports the coalition's mission. See <http://doh.sd.gov/Diabetes/Coalition/index.aspx> to become a member.

#### Membership Expectations:

- Endorse and support the implementation of SDDC priorities.
- Provide information at least annually regarding their organization's mission, plans, progress, and accomplishments.

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- Attend the annual Partners' Conference and workgroup meetings.
- Recommend and recruit new members.
- Contribute during meetings, participate in committee work, and support SDDC priorities.
- Coordinate and collaborate within own organization to implement strategies that address one or more SDDC priorities.

### Membership List:

A membership list is maintained by the SDDC coordinator and shall not be shared with organizations outside of the coalition members without Coordinating Panel approval.

### **Coalition Meetings**

#### Annual Meeting:

The annual business meeting of the Coordinating Panel members is held yearly in conjunction with the Partners' Conference.

#### Coalition Standing Committees:

Standing committees are:

- Patient Education:

This group actively seeks to provide patient education through the promoting of quality education programs, products, and practices to coalition members for "best practices" and shared learning among health care education providers.

- Professional Education:

This group actively seeks to improve access to quality health care professional diabetes-related education that is accurate, relevant, and timely. This includes the monitoring of current educational activities and curriculum for accuracy and relevance, and the promotion of quality education programs and information to health care professionals in South Dakota.

- Advocacy:

This group actively seeks to support the concerns of diabetes prevention and control through encouragement of policy and cultural milieu changes to protect the interests of individuals, families, and related persons and organizations who positively impact diabetes in South Dakota. This group provides a "voice" to

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patients and families with diabetes as well as diabetes related organizations and systems in South Dakota.

- **Public Awareness:**

This group actively seeks to increase levels of consciousness about how persons may reduce their risk of diabetes, manage their diabetes more effectively, or prevent the long-term complications of diabetes.

Activities of the SDDC will be centered on these standing committees. Ad hoc committees will be identified and utilized on an as-needed basis.

### Standing Committee Meetings:

The standing committees will meet as they deem necessary to accomplish goals and priorities. Minutes of the meetings are to be recorded immediately and later reviewed at the next Coordinating Panel meeting.

The committees will use general consensus as a model for voting. If a voting situation were to arise, a motion/2nd and simple majority of members present would be used.

### Ad Hoc Committees:

Ad hoc committees may be created as deemed necessary by the Coordinating Panel. The chair of each ad hoc committee will be determined by general consensus of the Coordinating Panel. Members of the individual ad hoc committees may be solicited from outside the coalition. Ad hoc committees will meet as necessary. Minutes of the meetings are to be recorded immediately and later reviewed at the next Coordinating Panel meeting.

### Meeting Notice:

Written notice of any coalition meeting of members must be delivered, either by email, in-person, mail, or fax to the last known address of each member at least seven (7) (30) days preferably fourteen (14) days before the meeting date.

## **Coordinating Panel**

The Coordinating Panel provides oversight for the South Dakota Diabetes Coalition. It's powers include:

- Responsibility for coordinating the activities of the South Dakota Diabetes Coalition (SDDC) based on identified needs.
- Responsibility for advising the South Dakota Department of Health Diabetes Prevention & Control Program (DPCP).

For further information, see the SDDC Coordinating Panel Guidance.

## South Dakota Diabetes Coalition

### Coalition Sponsor

#### Who:

All permanent members and other member organizations and individuals

### Coalition Authority

#### What this coalition can do:

- Develop a statewide diabetes plan to facilitate the most-effective use of resources.
- Develop performance improvement plans for statewide diabetes measures.
- Educate and learn from each other.
- Promote promising practices to SDDC partners and statewide diabetes stakeholders.
- Keep the membership fluid, be all-inclusive.
- Solicit representation from all groups in the state.
- Solicit grants and oversee grant administration.

#### What this coalition cannot do:

- Enforce the use of information disseminated .
- Promote one program, registry, product, or organization over another.
- Mandate member organizations' or individuals' names on any specific project; groups may opt out of decisions, projects, lobbying, etc.
- Disseminate membership information to outside entities without membership approval.

#### Restrictions:

No part of the net earnings of the SDDC shall inure to the benefit of any member, director, or officer of the SDDC or any other private individual (except that reasonable payments may be paid for expenses incurred or compensation for services rendered on behalf of the corporation affecting one or more of its purposes) and no such member, director, or officer or any other private individual is entitled to share in any distribution of any of the SDDC's assets on dissolution of the association or otherwise. Any and all property, both real and personal, which may be owned by the SDDC at any time, is the sole property of the SDDC. All dues and income received by the SDDC must be used for the purposes described in this guidance. No part of the assets of the SDDC may be contributed to any organizations whose net earnings or any part thereof inure to the benefit of any private individual.

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### Coalition Fiscal Matters

#### Fiscal Year:

The fiscal year of the SDDC begins on the first day of June and ends on the last day of May of each year.

#### Contracts:

The Coordinating Panel may authorize any officer or agent, in addition to the officers authorized by this guidance, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the SDDC. This authority may be general or confined to specific instances.

#### Checks:

All checks and drafts or orders for payment of money, and notes or other evidences of indebtedness, issued in the name of the SDDC must be signed by those officers or agents in the manner as determined by the Coordinating Panel. In the absence of this determination by the Coordinating Panel, those instruments must be signed by the coordinator, Chair or Vice Chair.

#### Deposits:

All funds of the SDDC must be deposited to the credit of this SDDC in such banks or other depositories as the Coordinating Panel may determine.

#### Guidance Amendments:

An active member of the coalition may bring issues or concerns for the coalition to the Coordinating Panel for consideration, implementation, and/or adoption.

### Date of approval:

### Effective date:

### Review date: